

## **PCS Frequently Asked Questions**

### **There are two PCS forms. What are they used for?**

The Office of State Procurement created two PCS contract forms- PCS-1 and PCS-1A (formerly known as OSP-1 and OSP-1A). The PCS-1 form should be completed for original (new) contracts. The PCS-1A form is for amendments and/or extensions.

### **Are there instructions on how to complete PCS-1 and PCS-1A?**

Yes. Each form has easy to follow numbered instructions. These instructions can be found on the Office of State Procurement website under PCS.

### **What is the preferred method of completing the PCS-1 and PCS-1A forms?**

PCS-1 and PCS-1A forms are fillable and must be completed online. When completing the forms, do not use all capital letters.

### **How many documents can be uploaded as an attachment into the PCS online portal?**

Only a single PDF file is acceptable in the portal. However, a single file may contain multiple documents.

### **What documents should be uploaded into the PCS online portal?**

Required documents vary depending on the method of procurement. Each method of procurement has specific documents outlined in a checklist that can be found on the Office of State Procurement website under PCS.

### **How does the agency know the status of a PCS contract?**

The PCS online portal is updated to indicate the status of each PCS contract in the system. To find the status of a particular contract, go to the PCS section of the Office of State Procurement website and select the contract/amendment submission link. Select the reports option then enter the contract number into the appropriate field. The results of the search will display the status of the PCS contract.

### **What is the reporting requirement for PCS contracts?**

The reporting requirement for PCS contracts with a total projected cost between \$10,000 and \$49,999.99. These contracts must be reported in the PCS \$10,000 - \$49,999.99 Monthly Reporting Form link located on the Office of State Procurement website under PCS.

### **At what point does the PCS contract have to be reviewed by the Arkansas Legislative Council?**

PCS contracts with a total projected cost greater than or equal to \$50,000 MUST be reviewed by ALC. These contracts must be submitted in the PCS online portal found on the Office of State Procurement website under the Contract/Amendment Submission link under PCS.

### **What is the total projected cost?**

The total projected cost is the anticipated amount based on the entire life of the contract (not to exceed 7 years) including any amendments and extensions.

### **What happens if a PCS contract exceeds \$50,000 but was not previously reviewed by ALC?**

If a contract amendment causes a contract to meet or exceed the total projected cost of \$50,000, it is required that ALL information be submitted into the PCS online portal including the original contract and all subsequent amendments.